



# Residential Energy Code and Resilience Field Study in Arizona

## Request for Proposals—Field Data Collection Services

### General Information

#### Overview

The National Association of State Energy Officials (NASEO) requests proposals from qualified organizations to perform a state-wide residential building energy code and resilience field study in Arizona. The field study must be performed according to the U.S. Department of Energy (DOE) [Residential Building Energy Code Field Study Methodology](#)<sup>1</sup> and a resilience field study methodology that is under development by the project team (NASEO, the Southwest Energy Efficiency Project (SWEEP), the Florida Solar Energy Center (FSEC), and the National Renewable Energy Laboratory (NREL), with support from the Pacific Northwest National Laboratory (PNNL)).

#### Purpose of this Request for Proposals

The purpose of this request for proposals (RFP) is to retain the services of a data collection subcontractor with demonstrated experience gathering building energy efficiency and code compliance information from single-family homes. The subcontractor must have the ability to provide services in the state of Arizona. The selected subcontractor will gather data using DOE’s [Residential Building Energy Code Field Study Methodology](#) and a resilience field study methodology that is being developed by the project team. The subcontractor will have to visit around 150 – 200 homes that are under construction and pre-occupancy in Arizona over the timeframe of two project Phases, with 40% of the data collection conducted in Phase 1. Prospective applicants are strongly encouraged to review the DOE Methodology prior to submitting responses to this RFP.

#### Timing and Resources

Proposals should discuss the proposing organization’s expertise, subject matter familiarity, relevant experience, and ability to carry out the activities described in this RFP. For the purposes of proposal evaluation and approval, as well as execution of the services, all prices, costs and conditions shall remain firm and valid for a sixty (60) day period, commencing on the day of the proposal due date. Upon award of the contract, all prices shall be firm and valid for the duration of the contract. The estimated RFP timetable is:

ACTION	DATE
RFP Issued	November 14, 2025

<sup>1</sup> <https://www.energycodes.gov/sites/default/files/2022-09/bto-Res-Field-Study-Methodology--updated.pdf>

Written Proposals Due	December 5, 2025
Proposal Evaluation Complete (estimated)	December 12, 2025
Proposal Award Notification (estimated)	February 6, 2026
Contract Awarded/Contractor Start Date (estimated)	February 27, 2026

**Proposals must be submitted to:**

Liepa Braciulyte  
Senior Program Manager  
National Association of State Energy Officials  
**Email:** [lbraciulyte@naseo.org](mailto:lbraciulyte@naseo.org)

The funds utilized by NASEO to support this work have been provided to NASEO by the U.S. Department of Energy (DOE). The funding agreement between DOE and NASEO will be incorporated in the final contract between NASEO and subcontractor. All requirements of the DOE funding agreement with NASEO shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs.

**Scope of Work**

**Scope of Services**

NASEO invites proposals from qualified organizations to provide field data collection and observations that describe the presence of certain components in new single-family homes prior to occupancy. The selected subcontractor will be tasked with collecting information about homes in Arizona based on a sampling plan developed by PNNL and refined by the project team and state stakeholders. The field study sampling plan will have two categories of data collection requirements: (1) energy code compliance metrics following DOE’s established methodology; and (2) resilience metrics that are currently under development by NASEO and the project team, which will be refined and finalized in early 2026.

The subcontractor will be responsible for identifying residential construction sites for inspection, working with the owner and/or builder of those sites to obtain access to the site, conducting inspections to gather the necessary data, quality control and quality assurance review, data formatting and transmission to NASEO and PNNL, and responding to questions related to quality control and quality assurance as needed.

Data to be collected for the energy code compliance field study must include, but are not limited to, seven key items:

- 1) Envelope tightness (ACH at 50 Pa);
- 2) Windows (U-factor and Solar Heat Gain Coefficient);
- 3) Wall insulation (assembly U-factor);
- 4) Ceiling insulation (R-value);
- 5) Lighting (% high efficacy);
- 6) Foundation insulation (assembly U-factor);
- 7) Duct tightness (CFM per 100ft<sup>2</sup> of conditioned floor area at 25 Pa).

Linked below are examples of energy code data collection tools/spreadsheets that would be similar to the one to be used by the selected contractor:

[https://www.energycodes.gov/sites/default/files/2021-07/LRMF\\_Field\\_Study\\_Data\\_20200330.zip](https://www.energycodes.gov/sites/default/files/2021-07/LRMF_Field_Study_Data_20200330.zip)

The selected subcontractor may also be asked to collect additional information, such as the code compliance path selected by the builder, insulation installation quality, home size, number of bedrooms, etc., if it is easily available.

The metrics and data collection tool for the *resilience* part of the study will be determined by the project team later in the project and shared with the data collector. The subcontractor should plan for a similar number of resilience metrics as there are energy metrics (around 7 - 10).

Overall management, labor, supervision, reporting, and planning will be conducted by NASEO. SWEEP will serve as the main local contact and will be directly involved in local implementation, quality control and quality assurance review, and assistance with identifying substitute jurisdictions when needed.

The selected subcontractor will work with the project team on the following tasks:

**Task 1. Project Management**

Report on activities and expenditures on a monthly basis.

**Task 2. Participate in Stakeholder Discussions**

1. Participate in regular virtual meetings with NASEO, NREL, SWEEP, FSEC, and PNNL.
2. Work with SWEEP to develop meeting agenda and facilitate in-state Arizona plan kickoff and sampling plan discussion.
3. Participate in an in-person Arizona plan kickoff meeting to be hosted in Phoenix (travel may be required; please detail expected travel expenses in proposed budget).
4. Work with SWEEP to finalize sampling plan and prepare for data collection.

**Task 3. Identify locations and conduct Phase 1 data collection, Arizona**

1. Identify locations (construction sites/finished but unoccupied single-family homes) in the cities and counties identified by NASEO and obtain permission to access the site from the builder (travel will be required; please detail expected travel expenses in proposed budget)
2. Collect data samples for the energy codes field study and resilience field study.
3. Collect data samples in a manner consistent with the DOE Methodology document, resilience methodology, and best data collection practices based on PNNL guidance.
4. Ensure accurate data. Review data collection for quality control and quality assurance purposes.
5. Provide data, in a timely manner, to NASEO and the project team in the data collection instrument according to the agreed upon deliverable schedule. Data samples must be provided to NASEO and PNNL in the form of individual spreadsheets for each home. The spreadsheet format will be provided by NASEO and PNNL.
6. Remain available to answer follow-up questions and provide guidance to the project team regarding data collection up to six months after the completion of data collection, as budget allows.
7. Work with the project team to identify alternate sites or jurisdictions for data collection as needed.

Phase 1 of the data collection will occur in spring 2026, representing 40 percent of the total sample to be collected. The remaining data collection will take place during Phase 2 pending DOE's continuation of

the project. Proposers should plan for a total sample size of approximately 150 - 200 single-family homes throughout the state for the two Phases, or around 80 homes in Phase 1.

## Project Budget

The proposed project budget should reflect a times and materials consulting agreement. This is a competitively bid project; costs should be feasible and prudent. The subcontractor must submit cost proposals by task for the entire Statement of Work using the DOE budget justification spreadsheet which is a separate file available for download [from DOE's website](#).

The proposed budget should break out anticipated expenses across each of the above tasks and subtasks, as well as across Phase 1 and Phase 2. To begin, the selected subcontractor will receive a subcontract from NASEO for Phase 1 only. Pending successful performance on the Phase 1 data collection as well as DOE approval to continue the project into Phase 2, NASEO will modify and extend the subcontractor's contract accordingly.

## Compensation

The subcontractor shall invoice monthly for actual work completed. NASEO shall reimburse the subcontractor for actual milestones achieved and hours spent in the execution of the work (not to exceed the total approved task budget shown in the final contract agreement) once NASEO has received payment from DOE. The subcontractor will submit a monthly invoice (along with supporting time records for personnel hours) and progress report by the tenth day of each month of the agreement.

## Rejection of Proposals and Incurred Costs

This RFP does not obligate NASEO to award a subcontract. All costs incurred in response to this RFP are the responsibility of the respondent.

NASEO reserves the right to reject any or all submitted proposals. NASEO reserves the right to request new proposals or to cancel all or part of this solicitation.

## Contract Requirements

The funds for this work have been provided through a funding agreement from DOE to NASEO. The underlying terms and conditions of the funding agreement between DOE and NASEO will be provided to the subcontractor and incorporated in the awarded subcontract (included here as Appendix A). All requirements of the DOE funding agreement with NASEO shall be controlling, including, but not limited to, federal reporting and the propriety and form of expenses and costs. If selected for award by NASEO, the selection must be approved by DOE prior to NASEO executing the subcontract with the subcontractor.

## Responding to the RFP

Please submit responses to the RFP to Liepa Braciulyte at [lbraciulyte@naseo.org](mailto:lbraciulyte@naseo.org). **RFP responses are due no later than December 5, 2025 at 11:59 p.m. ET. Any questions on the RFP should be directed to Liepa Braciulyte at [lbraciulyte@naseo.org](mailto:lbraciulyte@naseo.org) no later than November 21, 2025 at 11:59 p.m. ET.** All questions received and answers will be posted to the NASEO RFP website.

Responses shall include and fully address the following:

- Cover letter (should include the following):

- Unique Entity Identification Number
- SAM.gov registration expiration date
- Assurance that applicant is not a debarred or suspended entity
- Resumes (please identify any foreign nationals included in the proposal)
- Description of relevant experience including prior work on energy resilience policy and building energy codes as well as working with relevant state agencies (in particular with State Energy Offices)
- Proposed approach and treatment of the tasks with a view toward expected deliverables
- Proposed Budget by Task  
The budget should be completed using the [DOE EERE budget justification spreadsheet](#) (included here as Appendix B). Please note that there is no cost-share requirement, applicants can use either the 3-year or 5-year budget justification. Costs should be accurately reflected under Budget Periods 1 and 2.

Please limit the cover letter, the description of relevant experience, and the narrative that addresses the proposed approach and development of the project tasks and proposed budget to **6 pages in 11-point font**. Resumes and the proposed budget do not count toward the page limit.

**Note: Late proposals will not be accepted.**

### Subcontractor Selection and Required Qualifications

NASEO will select a subcontractor through a competitive selection, which will include consideration of the following:

- Experience working with State Energy Offices or other relevant state agencies.
- Relevant experience working on programmatic, policy, economic, and community aspects of building energy codes. The subcontractor should be prepared to address cost and resilience considerations.
- Competitive budget proposal.
- Quality of academic and professional experience in relevant field.
- Flexibility of availability.

NASEO will use the following criteria in evaluating all responses to this RFP:

#### **Administrative (applicant must meet these requirements for NASEO to review the proposal)**

- Unique Entity Identification Number.
- Current SAM.gov registration.
- Assurance in writing that applicant is not a debarred or suspended entity.

#### **Technical Experience and Applicant Qualifications (30% of total score)**

- Relevant experience in proposed topics in the energy and building sector.
- Adequate level of technical knowledge to meet the demands of the project.
- Quality of academic and professional experience in relevant field.

#### **Proposed Approach for Implementation (40% of total score)**

- Proposal responds to the outlined topics in the RFP.
- Existing resources / subcontractor availability to meet needs of flexible deployment.

- Overall quality and professionalism of the proposal (well written, structured and organized) and materials are provided in the format requested.

**Budget (30% of total score)**

- Given the scope, is the estimated cost of the proposal appropriate?
- Does overall cost reflect an efficient value for the level of effort?
- Is the level of effort for each task appropriate?